



## **Kalamazoo Regional Educational Service Agency Job Description**

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**Job Title:** Parent and Community Partnership Coordinator  
**Reports To:** Head Start Principal  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 05/2012  
**Last Revised Date:** 02/2016

### **Summary:**

The Parent and Community Partnership Coordinator assists Head Start sites in involving parents and community agencies in preparing children to be successful when they enter K-12 education. The Coordinator also works to familiarize parents and members of the supporting agencies within the community with the Positive Behavior Support (PBS) framework. This position works in a pre-school classroom with child size furniture and seating. The position requires, sitting in 13.5" chairs and on the floor; adverse driving conditions; location of bus parking lot unsecured with poor lighting and no restrooms; bending; stretching; extended sitting; extended standing; stair climbing; kneeling; crouching; reaching; fine and gross motor skills; coordination of hands – fine and gross; eye/hand/foot coordination; visual memory and discrimination; auditory memory and discrimination; reading and writing ability; judgment; simple and complex decision making; and lifting up to 75 pounds. This position is required to operate a Head Start 28 passenger school bus driving approximately 300 miles weekly when filling in for transportation. This position is covered by the OHSA Final Rule Blood borne Pathogens Act, Category A, with potential for exposure to communicable disease and pests such as head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Humans Services child abuse and neglect clearance.

### **Essential Duties and Responsibilities:**

- Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook
- Ensure compliance with Federal H.H.S. offices; Community Services; and Children, Youth and Families Program objectives
- Assists Family Advocates in collaboration with community agencies and Human Services Department programs (i.e. Health Clinics, Homeless Shelter, Community Centers, Churches, etc.) to provide resources and support to assist families
- Advises Family Advocates on approach to intervene and coordinate with clients, families and social services systems to assist clients in accessing other service providers (medical, educational/vocational training, housing, finance, etc.)
- Collect, generate, and evaluate data from Family Advocates to develop and implement service plan improvements
- Provide crisis intervention for clients and case consultation and management activities
- Assist with administration of distribution of supplies and services to eligible families
- Assure that Head Start Social Services component performance standards are met as required

**Essential Duties and Responsibilities (cont.):**

- Responsibility for coordinating recruitment, enrollment, and coordination of enrollment process as assigned
- Complete weekly, monthly, and annual reports as it relates to unit activities
- Assist in the conducting of home visits to complete intake and establish goals and objectives for ongoing case management for all customers
- Provides outreach service training for community agencies which service youth in Kalamazoo County in the use and implementation of Positive Behavior Support
- Develops tools to communicate on how to use PBS in the home and community agencies
- Sponsors parenting workshops for families on the use of Positive Behavior Support in the home
- Works in collaboration with PBS coaches in the development of resources for PBS school teams to involve families in the schools
- Operates as a resource for KCIS in family involvement in the schools
- Contacts community agencies to create interest concerning the use and knowledge of Positive Behavior Support
- May sit on the Positive Behavior Support County-wide Leadership team and the PBS Advisory team
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

Bachelor's degree in social work or related field with three to five years experience working with economically disadvantaged families; or any comparable combination of education, training or experience. Must possess excellent listening skills, the ability to develop positive relationships with dysfunctional families, and experience in utilizing community resources. Bilingual language (Spanish) skills preferred. Reliable transportation and a valid Michigan driver's license required.

**Certificates, License, Registration:**

Teaching certification or social worker license.

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Keep administrator abreast of activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

**Other Skill & Abilities (cont.):**

Uses equipment and materials properly

Practices safe work habits

**Supervisory Responsibilities:**

This job has dotted line supervisory responsibilities for Head Start Family Advocates.

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The position requires, sitting in 13.5" chairs and on the floor; bending; stretching; extended sitting; extended standing; stair climbing; kneeling; crouching; reaching; fine and gross motor skills; coordination of hands – fine and gross; eye/hand/foot coordination; visual memory and discrimination; auditory memory and discrimination; reading and writing ability; judgment; simple and complex decision making. Travels approximately 35 miles weekly to accomplish home visits.

**Work Environment:**

This position works in a pre-school classroom with child size furniture and seating. This position is covered by the OHSA Final Rule Blood borne Pathogens Act, Category A, with potential for exposure to communicable disease and pests such as head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Humans Services child abuse and neglect clearance. Conduct home visits with exposure to unsanitary conditions, abusive and/or violent customers.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.